

Type of application () Initial () Renewal

Phone Number at business location ()

List the name and license numbers for any other business locations owned and/or operated company that are currently licensed by the Virginia Manufactured Housing Board.

List full names of all employed salespersons along with a full physical description including date of birth, sex, height, weight, hair color and eye color. You may attach a separate sheet, if necessary.)

15. List the name and license numbers for all manufacturers you are currently doing business with.
16. Read each question below and check the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from start to finish. Include names, dates and court jurisdictions, copy of probation papers/release.
- A. Have you ever been refused a license to sell manufactured homes or had a license suspended or revoked?
- Yes _____ No _____
- B. Have you ever been convicted of a felony?
- Yes _____ No _____
- C. Have you ever been convicted of any fraudulent or criminal act in connection with the business of selling manufactured homes?
- Yes _____ No _____
- D. Have your ever been convicted of larceny OR receipt or sale of stolen property?
- Yes _____ No _____
- E. Have you ever been affiliated with, held an interest in; or operated a company/dealership that went bankrupt?
- Yes _____ No _____

17. Please include a current copy of your financial statement. This does not have to be an audited copy. The financial statement may consist of a balance sheet.

Statement of Compliance

I certify that I am familiar with the Manufactured Housing Licensing and Transaction Recovery Fund Regulations and other laws which govern the manufactured housing industry, and that I am in compliance with all such laws and regulations, and that the answers contained in the foregoing application are true and correct and that I have the authority to sign this application and answer the questions contained therein.

Name of Business

Signature of Applicant

YOU MUST INCLUDE ALONG WITH YOUR APPLICATION, A CURRENT COPY OF YOUR FINANCIAL STATEMENT, VERIFICATION OF A BUSINESS OFFICE, AS WELL AS VERIFICATION OF A PERMANENT BUSINESS SIGN. PHOTOGRAPHS ARE ACCEPTABLE. ALL FEES BY CHECK MADE PAYABLE TO THE "TREASURER OF VIRGINIA". INITIAL LICENSE FEE: \$150.00. ANNUAL RENEWAL \$100.00. TRANSACTION RECOVERY FUND ASSESSMENT: \$500.00.

MEMORANDUM

To: All Interested Parties

From: Curtis L. McIver

Date : February 4, 2000

Subject: Instruction for Completing Dealers Application

Pursuant to §36-85.18 of the Code of Virginia, the Manufactured Housing Board has implemented regulations to provide for the mandatory licensing and regulation of manufactured home manufacturers, dealers, brokers and salesperson. Below, you will find detailed instructions on how to properly complete the necessary application to become licensed as a dealer. Should you have any questions or comments, you may contact either me or Constance R. Moore at (804) 371-7160.

QUESTION 1

The type of application will be either an initial/first time issue or a renewal license for which you would have received a renewal notice. In the case of a renewal a completed application form must be submitted along with your renewal notice.

QUESTIONS 2,3,4 and 5

Information on the business should be for the office that is actually becoming licensed. Each business office is required to have a separate license. All information should pertain to that particular location or office.

QUESTION 6

Name and title of individual designated as "In Charge" would be the one person who is responsible for the daily operation of the office and it's employees.

QUESTION 7

Name of individual applying is the name of the person physically completing the application that we can contact with questions, etc.

QUESTION 8

Your Federal Identification Number is a nine-digit number assigned to you by the federal government for taxation purposes.

QUESTIONS 9 and 10

State in which incorporated is the state to which you applied for and obtained incorporation. Business Hours should

reflect the hours you have posted at the site.

QUESTION 11

All owners, officers, partners, etc. should be listed by their full names, titles and complete mailing addresses, including street and or post office box. This information will be retained in your file and should be updated as necessary.

QUESTION 12

At this point, we want you to list ANY licenses you have held in Virginia in the last five years. All license numbers should be listed. If your previous license was issued through the Department of Motor Vehicles, please indicate this as well.

QUESTION 13

Please list any other business locations owned by the same company or corporation and currently licensed or to be licensed by the Manufactured Housing Board.

QUESTION 14

List the full names of all employed salespeople along with FULL physical description. This includes date of birth, sex, height, weight, hair and eye color. You should attach a separate sheet if necessary.

QUESTION 15

List the name and license number for any and all manufacturers you are currently doing business with. This will include any manufacturers you have a contract with, have accepted a shipment from or have plans to accept shipments from. You should attach a separate sheet, if necessary.

QUESTION 16

Read each question below and check the appropriate response. If you answer "yes" to any of the following questions, please attach a separate sheet explaining the circumstance(s) from state to finish. Include names, dates and court jurisdictions, copy of probation papers/release.

QUESTION 17

Please include a current copy of your financial statement. This does not have to be an audited copy. The financial statement may consist of a balance sheet.

FINALLY, YOU NEED TO COMPLETE THE QUESTIONS CONCERNING CONVICTIONS AND SIGN THE "STATEMENT OF COMPLIANCE". ALONG WITH YOUR COMPLETED APPLICATION, YOU MUST SUBMIT A COPY OF YOUR CURRENT FINANCIAL STATEMENT, VERIFICATION OF A BUSINESS OFFICE AS WELL AS VERIFICATION OF A PERMANENT BUSINESS SIGN. PHOTOGRAPHS ARE ACCEPTABLE. YOU MUST INCLUDE A CHECK OR MONEY ORDER MADE PAYABLE TO THE "TREASURER OF VIRGINIA". YOUR CHECK OR MONEY ORDER MUST INCLUDE YOUR LICENSE FEE OF \$150.00 AND YOUR TRANSACTION RECOVERY FUND ASSESSMENT OF \$500.00 FOR EACH SEPARATE LOCATION. ANNUAL RENEWAL OF A DEALERSHIP LICENSE IS \$100.00 FOR EACH SEPARATE LOCATION.